



TORRANCE POLICE DEPARTMENT is hiring for

Staff Assistant

(Non-Civil Service)

Hourly Wage

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$20.72	\$21.76	\$22.85	\$23.98	\$25.18	\$26.43	\$27.81	\$29.15

The City of Torrance is currently seeking a responsive and adaptable team player to serve as a Staff Assistant in the Police Department. This position provides staff assistance to managers regarding various specialized assignments. The primary functions include conducting research and studies, preparing written reports, and performing related duties as required.

Minimum Qualification

Any combination of education/experience that would be equivalent to:

Bachelor's degree in Business Administration, Public Administration or a related field.

Ideal Candidate

(In addition to the minimum qualifications)

The **ideal** candidate will demonstrate:

- excellent oral, written and interpersonal skills
- proficiency in Microsoft Office and Internet usage
- effective problem solving and time management skills;
- the ability to work autonomously
- the ability to effectively handle multiple projects and assignments

How to Apply

Interested candidates must submit an online-only application, resume, and supplemental application at www.torranceca.gov/523.htm#.

The application filing period begins **Tuesday March 25, 2014 at 7:30 a.m.** and closes **Thursday March 27, 2014 at 5:30 p.m.** Only those candidates who are best qualified will be invited to participate in the examination process. This will consist of the following:

Written Exercise (Qualifying)

Oral Exam - weighted 100%

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.



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Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503 · www.TorranceCA.Gov

Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: jobinfo@TorranceCA.Gov

Benefits

- ◆ 9/80 work schedule
- ◆ Paid vacation and sick leave
- ◆ Excellent Health, Dental & Vision plans, and Life Insurance
- ◆ Tuition Reimbursement Program
- ◆ Thirteen paid holidays
- ◆ Interest-free computer loan program
- ◆ Flexible spending which provides tax-free options for medical, dental and child care expenses
- ◆ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis
- ◆ Deferred Compensation Plan
- ◆ Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare

For more information regarding our Employee Benefits, please visit <http://cotteest.webs.com/>.

*Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.*

As a condition of employment, candidates must pass a background check and pre-employment medical examination.



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CITY OF TORRANCE

STAFF ASSISTANT – POLICE DEPT. (NON-CIVIL SERVICE) JC 14031332

SUPPLEMENTAL APPLICATION

You are required to **complete** and **submit** the standard City online application form, resume, and the supplemental application to be considered for the position.

You should review the position statement and the requirements listed in the job announcement before you complete this questionnaire. Your ability to concisely communicate your experience will be important in determining whether you are invited to participate in the testing process. While the information provided here will be used to determine who is **best qualified**, failure to respond to all questions will not necessarily result in the rejection of your application.

1. Describe your experience in providing advanced clerical or paraprofessional human resources or similar administrative/operational support. Include programs or processes that you administered and your level of autonomy.
2. Describe your experience in using Microsoft Word (or similar word processing/publishing) software programs. Include proficiency level, product versions, years of experience (all versions), and examples of application usage (i.e. reports, forms, presentations, manuals).
3. Describe your experience in using Excel spreadsheet software. Include proficiency level, product versions, years of experience (all versions), and examples of application usage (i.e. reports, budgets, revenue management).
4. Describe your experience in using PowerPoint software. Include proficiency level, product versions, years of experience (all versions), and examples of application usage (i.e. training, public information, meeting coordination).
5. Describe your skill level in using the internet for researching work products (i.e. research and data collection).

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.